



New Hire Enrollment Action Checklist For State of Delaware Employees

Welcome to this opportunity to enroll in your benefits! All of the information you need for a successful Enrollment is located at de.gov/statewidebenefits (Select the “Open Enrollment” button, choose “Benefits Enrollment for New Hires”, then select “State of Delaware Employees”).

What You Need To Know:

- Consumerism resources are available to help you make informed decisions:
 - New Hire Interactive Benefits Guide – This online tool uses audio, screen interaction and navigation demos of the SBO website to help you learn about available benefits.
 - New Employee Orientation – Online resources, including modules, are available to prepare you for your journey through the new hire and benefits enrollment processes.
 - Mini-Videos – Short, educational videos (5-10 minutes each) is available to help you learn more about the various health plans available and how to comply with the Spousal Coordination of Benefits Policy if you will be covering your spouse on your health plan.

What You Need To Do:

Call To Action

➡ Use the checklist below to help you navigate the enrollment process.

Be an engaged consumer and actively participate in your enrollment:

- ☐ Access the consumerism resources and other important information at de.gov/statewidebenefits (Select the “Open Enrollment” button, choose “Benefits Enrollment for New Hires”, then select “State of Delaware Employees”).

Enroll in coverage for you or your spouse/dependent(s):

- ☐ **For Health, Dental or Vision coverage:** Contact your organization’s HR/Benefits Office.
- ☐ **If enrolling in an HMO plan,** make sure your health or dental provider participates in the plan before you enroll. **Note:** There are no out-of-network benefits in an HMO plan and you cannot change plans during the plan year if your provider decides to no longer participate in the plan.
- ☐ **If enrolling a spouse or dependent:** You **MUST** supply additional documentation (*Spouse: Copy of marriage/civil union certificate; Dependent: Copy of birth certificate or other legal document*) to your organization’s Human Resources/Benefits Office, as applicable.
- ☐ **Complete a Spousal Coordination of Benefits Form online if you will cover your spouse** on your health (Aetna or Highmark Delaware) plan. This is **REQUIRED** and **MUST** be completed online in Employee Self-Service now and during each Open Enrollment or your spouse’s coverage will be reduced. The Spousal Coordination of Benefits Policy, Self-Service Guide and Form are available at <http://ben.omb.delaware.gov/documents/cob/spousal.shtml>.

- ☐ Complete a Dependent Child Coordination of Benefits Form **ONLY** if you are enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan **AND** the dependent(s) have other health coverage. The Dependent Child Coordination of Benefits Policy and Form are located at <http://ben.omb.delaware.gov/documents/cob/dep-child.shtml>.
- ☐ **For Supplemental Benefits (Critical Illness and Accident Insurance) coverage:** Select the “Supplemental Benefits by Aflac” link for new hire enrollment instructions. *Note: Benefit-eligible active employees who do not elect coverage during their initial enrollment period will be considered a Late Enrollee and will not have an opportunity to enroll until the Annual Open Enrollment.*
- ☐ **For Group Universal Life (GUL) Insurance coverage:** Select the “Life Insurance” link for enrollment instructions. *Note: Benefit-eligible active employees who are outside of their initial eligibility period will be required to provide proof of good health to Securian.*
- ☐ **For Blood Bank of Delmarva’s Members for Life program:** Employees interested in participating in Members for Life can contact their Human Resources/Benefits Office or create an account directly with the Blood Bank of Delmarva online at www.delmarvablood.org.
- ☐ **Following Enrollment,** view your health, dental and vision elections in the Benefits Summary section in Employee Self-Service www.employeeselfservice.omb.delaware.gov. Benefit Elections are available to view in Employee Self-Service the day after your enrollment has been entered and processed by your HR/Benefits Office. Check with your HR/Benefits Office on the timing of data entry and viewing. *Note: If you notice an error in your Benefits Summary, you **MUST** contact your organization’s Human Resources/Benefits Office to correct the error. Aflac and Securian elections are not reflected on the Benefits Summary. Employees must contact Aflac and/or Securian directly with questions or concerns regarding enrollment.*
- ☐ *Have questions?* Contact the Statewide Benefits Office (SBO) by phone at (302) 739-8331 or 1-800-489-8933 or by email at benefits@state.de.us (Available 8:00am – 4:30pm Monday through Friday).